

Homeland Security Exercise and Evaluation Program (HSEEP) Training Course



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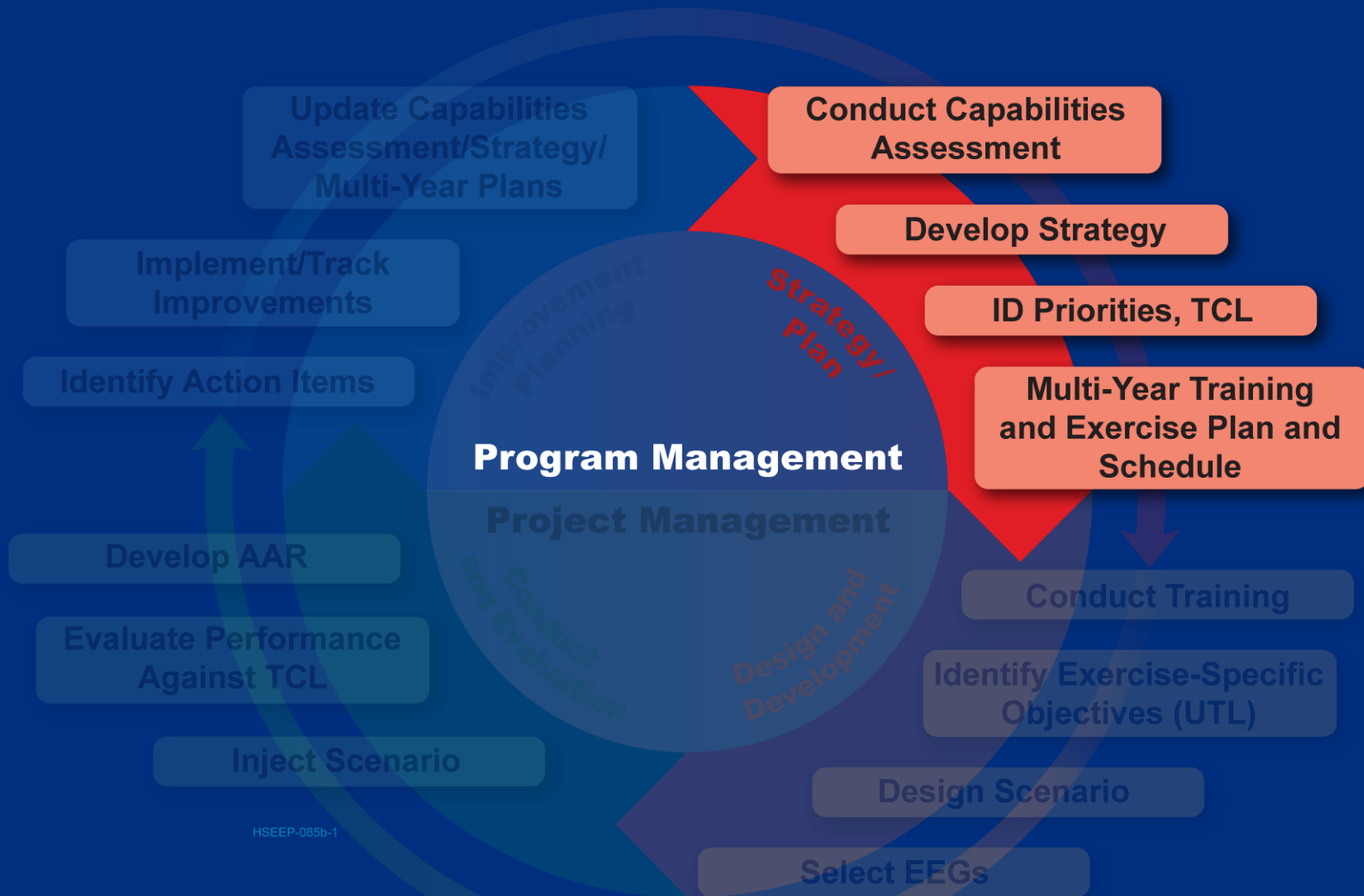
Module 2

HSEEP-032a



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HSEEP Cycle: Module 2



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In This Module...

You will learn about the HSEEP exercise program management fundamentals, which provide the foundation to develop, manage and implement a self-sustaining exercise program.



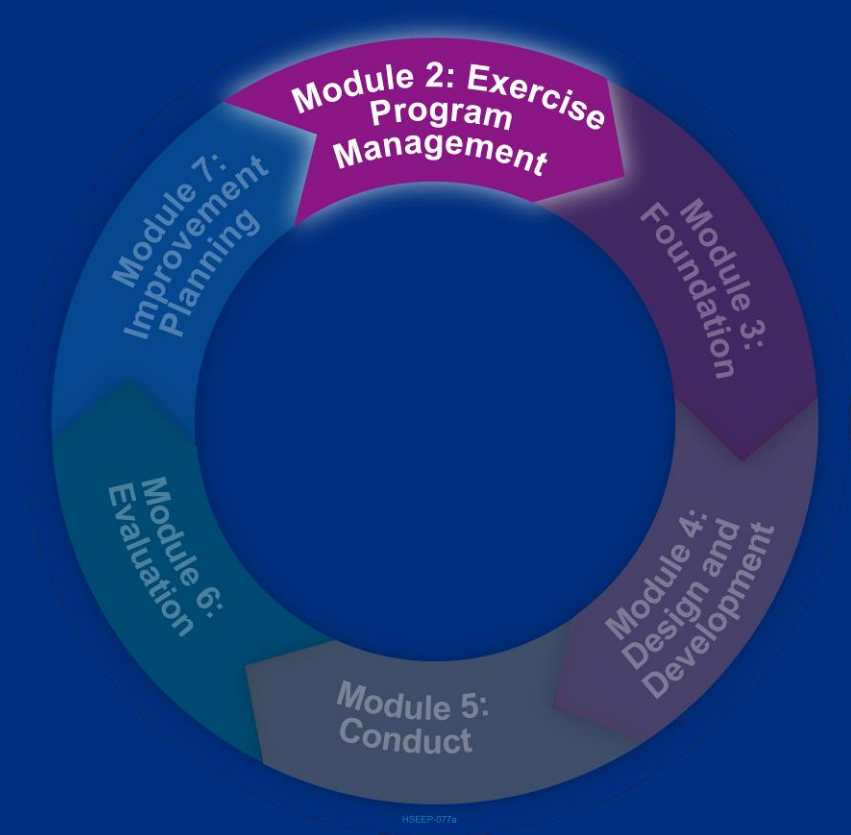
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Module 2: Exercise Program Management

**Lesson 1: Exercise
Program Methodology**

**Lesson 2: Multi-Year
Training and Exercise
Planning**

**Lesson 3: Exercise
Program Management**



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Module 2

Exercise Program Management

Lesson 1

Exercise Program Methodology

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Lesson 1 Enabling Objectives

After completing this lesson, you should be able to:

2.1.1 Define capabilities-based planning

2.1.2 Describe a capabilities assessment

2.1.3 Explain how to identify exercise program priorities

2.1.4 Conduct a jurisdictional analysis

2.1.5 Explain how to implement an exercise program strategy



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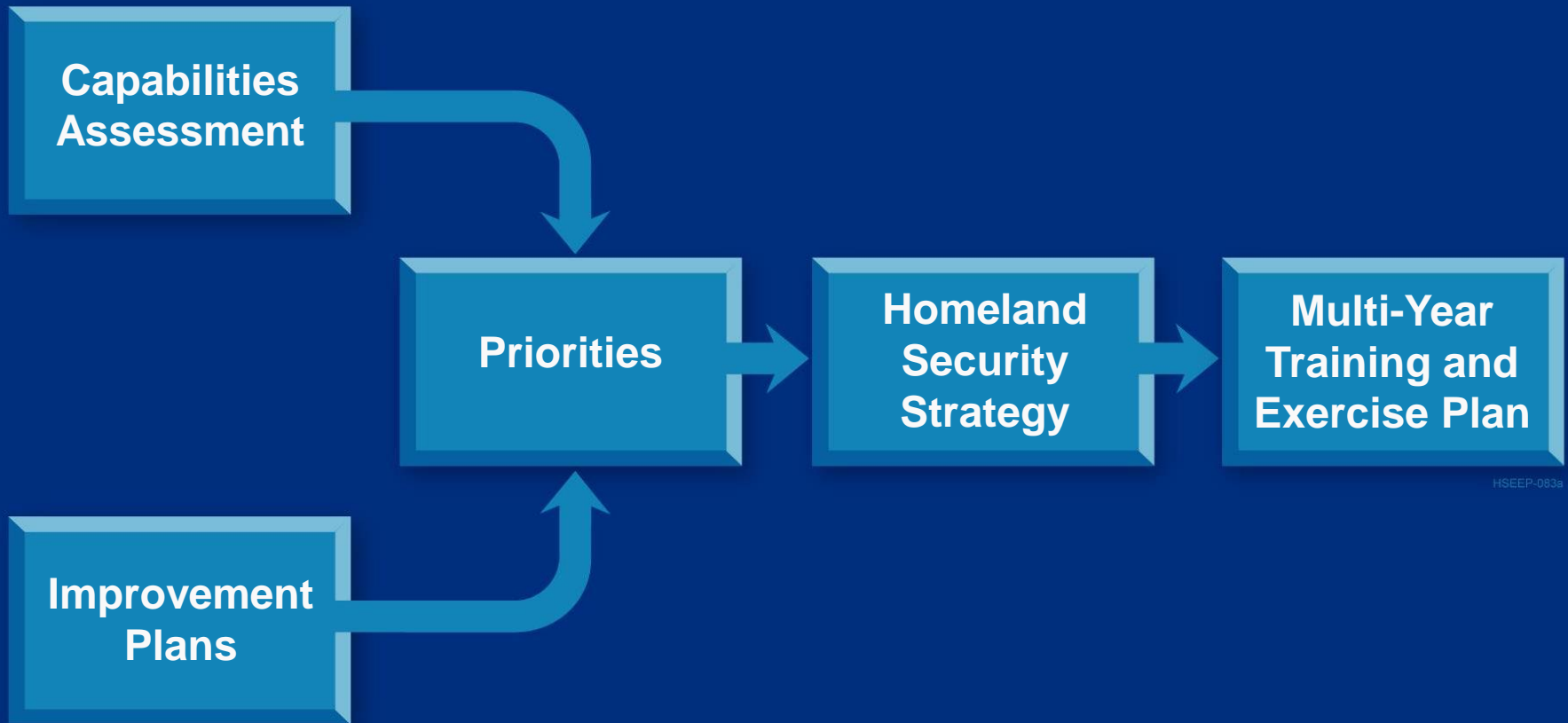
Capabilities-Based Planning

“Capabilities-based planning is defined as planning, under uncertainty, to build capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice.”



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Capabilities-Based Planning Structure



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Capabilities Assessment

- **Baseline assessment against known threats, capabilities, and vulnerabilities**
- **Emphasizes training and exercising of specific capabilities to address gaps, excesses, or deficiencies in preparedness capabilities**



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Implementing an Exercise Program

- Components of your preparedness strategy include:
 - Exercises:
seminar,
workshop,
tabletop,
game, drill, functional, and full-scale
 - Policies, plans, and procedures; Training; Equipment; and Personnel will be discussed



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Types of Exercises:

Discussion Based exercises are:

seminar,
workshop,
tabletop, and
game.

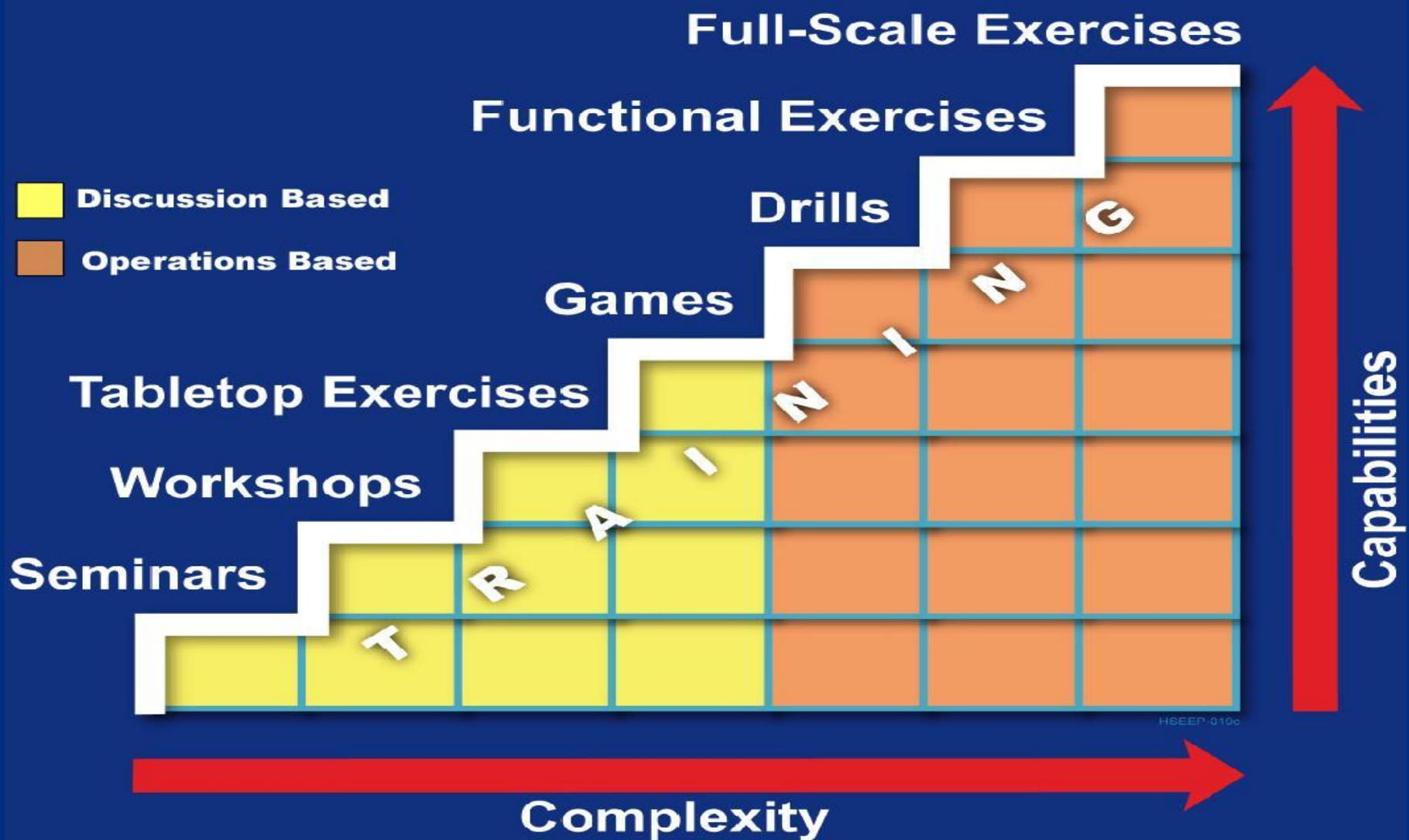
Operations based exercises are:

drills,
functional, and
full-scale



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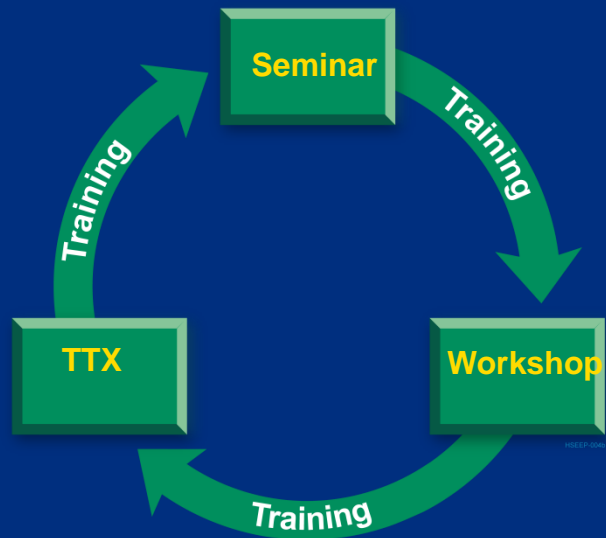
Building-Block Approach



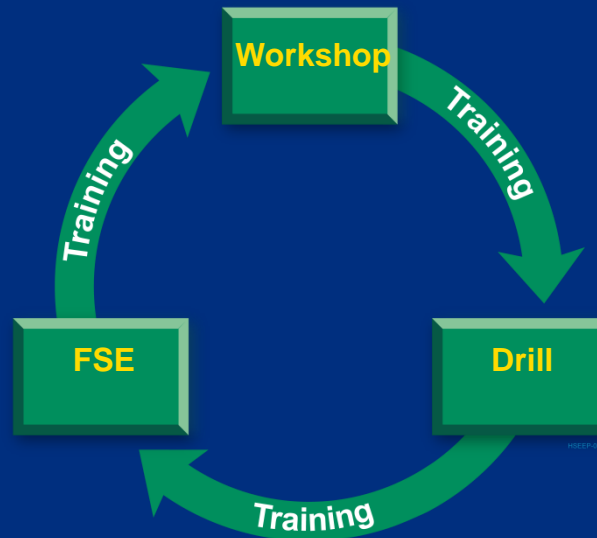
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Example of Cycle, Mix, and Range of Exercises

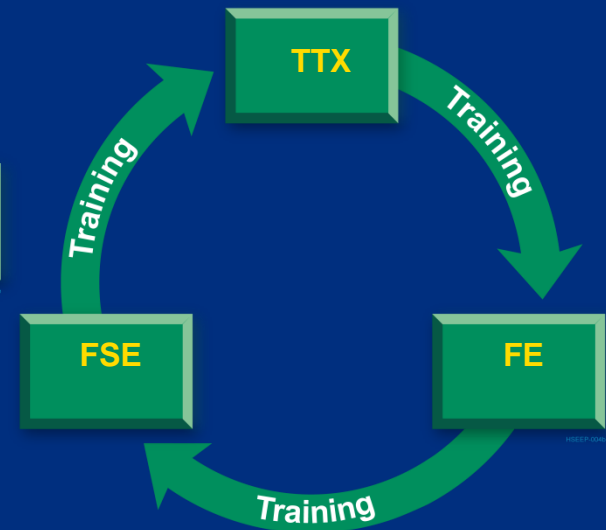
Example 1



Example 2



Example 3



Example of Americana's Capabilities Assessment



- Capabilities
 - Chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) detection
 - Emergency Operations Center (EOC) management
- Needs
 - Private and public sector response coordination
 - Common operating terminology
- Threats/hazards
 - Nuclear and chemical plants
 - Hurricanes
- Previous training and exercise experience
 - Top Officials (TOPOFF) Exercise Series
 - National Incident Management System (NIMS) Independent Study (IS)-700 Course



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Identifying Priorities:

- **Priorities are developed using information from your:**
 - **Capabilities Assessment**
 - **Improvement Plans (IPs) from previous exercises**
- **Used to guide and write the Multi-Year Training and Exercise Plan**



Improvement Plans:

- **IPs help define and develop your priorities.**
 - **Items designated as needing improvement should be included as priorities.**

An analysis of Americana's IPs revealed an emphasis on strengthening CBRNE capabilities, regional collaboration issues, and NIMS compliance



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Example of Americana's Priorities



- Priority 1 – Strengthen CBRNE Detection, Response, and Decontamination Capabilities
 - Priority 2 – Expand Regional Collaboration
 - Priority 3 – Implement NIMS and the NRP
-
- Priorities are used to guide formulation of training and exercise schedule and should link back to State and national priorities



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Activity 3

Conducting a Jurisdictional Analysis

Objective

Review your assigned jurisdiction's information and complete the capabilities assessment.

Time

Activity: 20 minutes
Report Back:
10 minutes

Instructions

1. **Locate your assigned jurisdictional identity behind Tab 2 and take a few minutes to review the information.**
2. **Using the information from the jurisdictional identity, complete the Jurisdictional Analysis Worksheet.**
3. **Select one person from the group to report back the findings from your analysis.**



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Americana's Homeland Security Strategy



- Based on priorities identified, Americana will improve capabilities to respond to a CBRNE incident by:
 - Conducting relevant training
 - Employing a cycle, mix, and range of exercises



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REVIEW

Lesson 1 Review

- In this lesson, we have discussed
 - ✓ Capabilities-based planning
 - ✓ How to identify priorities
 - ✓ How to develop an exercise program strategy
 - ✓ How to use a building-block approach to exercise planning



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Module 2

Exercise Program Management

Lesson 2

Multi-Year Training and Exercise Planning

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Lesson 2 Enabling Objectives:

After completing this lesson, you should be able to:

2.2.1 Describe how to conduct a Training and Exercise Plan Workshop (T&EPW)

2.2.2 Describe the Multi-Year Training and Exercise Plan

2.2.3 Develop a Multi-Year Training and Exercise Schedule



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Training and Exercise Plan Workshop

Purpose

- Translate priorities into specific objectives and exercises
- Coordinate exercise activities
- Track IP actions against current capabilities, training, and exercises
- Identify and coordinate possible funding sources
- Done annually



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Conducting the T&EPW

- Who?

- When?

- Why?



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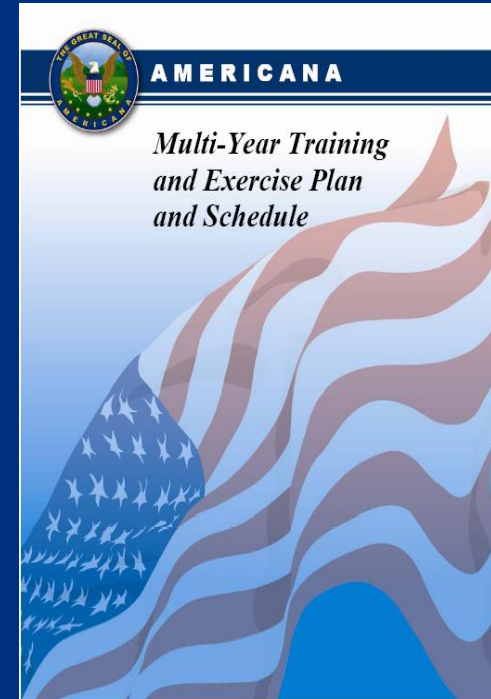
The T&EPW Workshop Is Designed to:

- **Assess capabilities and preparedness levels of participating agencies**
- **Identify a cycle of exercises that increase in complexity to improve capabilities**
- **Prepare a Multi-Year Training and Exercise Plan and Schedule**
- **TEPW is done annually**



Multi-Year Training and Exercise Plan

- **Outlines:**
 - Program priorities
 - Core capabilities to test
 - Training courses or focus
 - Exercises
- **Contains the Multi-Year Training and Exercise Schedule**



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Multi-Year Training and Exercise Schedule

- Graphically illustrates the training and exercise schedules in the Multi-Year Training and Exercise Plan
- Should reflect a ‘building-block’ progression of capabilities
- Emphasis placed on coordination between all jurisdictions



Multi-Year Training and Exercise Schedule

- Uses a combination of exercises to accomplish program goals and objectives
- Uses a building-block approach that exposes participants to increasingly complex exercises
- Training is tied to exercises so that training objectives are achieved or validated



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Americana Capabilities-Based Planning



- Priority: To strengthen CBRNE detection, response, and decontamination capabilities
- Capability: CBRNE detection and WMD/HAZMAT response and decontamination
- Implementation: Awareness-level training, tabletop exercise (TTX), and full-scale exercise (FSE)



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Americana Multi-Year Training and Exercise Schedule



Jurisdiction (Region, State, local, agency, tribal nation, facility, etc.)	Year 1											
	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	J	F	M	A	M	J	J	A	S	O	N	D
Avondale												
Borders County												
Great Americana Tribal Nation												
Metropolis												
Middleton County												
Plains County												
River Valley												
Salt Springs												
Americana			WMD Awareness Level Training Course				TTX: Chemical Mass Casualty Incident					
Federal												

**FSE:
Chemical
Response**

Activity 4

Conducting a T&EPW and Developing a Multi-Year Training and Exercise Schedule

Objectives

Develop a Multi-Year Training and Exercise Schedule

Coordinate training and exercise priorities, goals, and types

Time

Activity: 30 minutes
Report Back: 30 minutes

Instructions

(See Tab 4 for complete instructions)

- 1. Using your jurisdictional analysis, identify your priorities, capabilities, and the training or exercises your jurisdiction will use over the next three years.**
- 2. Record this information on the Exercise Scheduling Worksheet.**
- 3. Select one group member to be the representative.**
- 4. The T&EPW facilitator will solicit input to finalize priorities and identify proposed and regulatory training and the exercises the jurisdiction should conduct. The facilitator will place these items on the Multi-Year Training and Exercise Schedule.**



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REVIEW

Lesson 2 Review

- In this lesson, we have discussed
 - ✓ The T&EPW
 - ✓ The Multi-Year Training and Exercise Plan and Schedule
 - ✓ How to conduct a T&EPW
 - ✓ How to develop a Multi-Year Training and Exercise Schedule



Module 2

Exercise Program Management

Lesson 3

Exercise Program Management Basics

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Lesson 3 Enabling Objectives

After completing this lesson, you should be able to:

2.3.1 Describe the exercise program management cycle

2.3.2 Describe the program management organization

2.3.3 Describe the roles and responsibilities of program management personnel



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Exercise Program Management Cycle

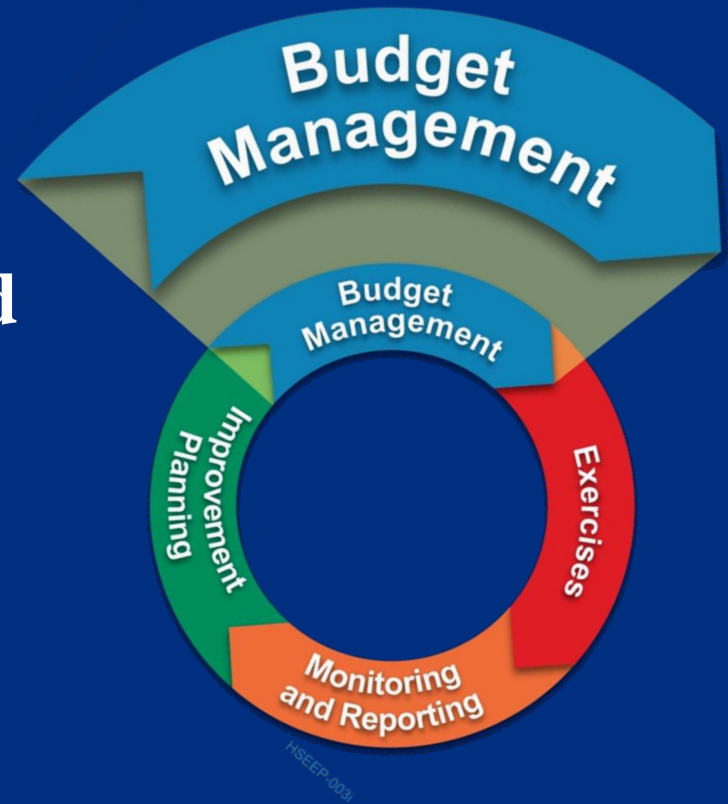


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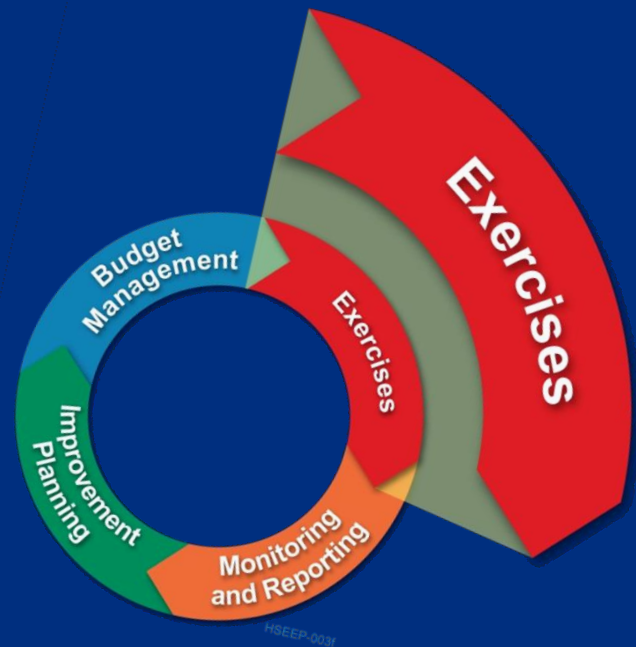
Budget Management

- An annual program budget based on:
 - State/Urban Area Homeland Security Strategy
 - Exercise priorities
 - Available funding
- Provides a means to track program expenditures



Exercises

- Includes:
 - Designing
 - Developing
 - Conducting
 - Evaluating
- Should integrate HSEEP guidance across exercise activities



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Monitoring and Reporting

- **Establish a means for monitoring compliance, including:**
 - **Submission of receipts**
 - **Submission and review of exercise materials**
 - **Scheduling, attending, and observing planning conferences and exercises**
 - **Ensures exercises are designed, conducted, and evaluated according to the HSEEP model**



Improvement Planning

- **Ensures issues and recommendations are:**
 - **Incorporated into the exercise program**
 - **Communicated to key stakeholders**
 - **Resolved or improved upon**



Program Management Organization



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Effective Program Management Process

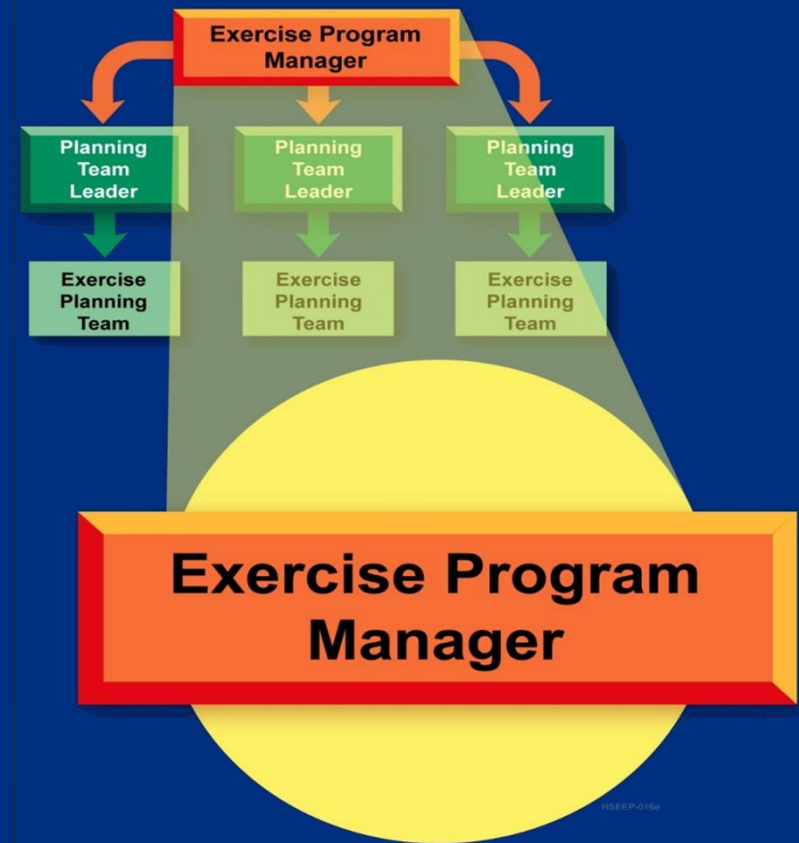
- **Includes:**
 - **Coordination of stakeholders**
 - **Development of a program strategy**
 - **Oversight of program**



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Exercise Program Manager

- Develops a ‘self-sustaining’ exercise program that includes:
 - Budget management
 - Exercises
 - Monitoring and reporting
 - Improvement tracking
 - Coordinating with stakeholders



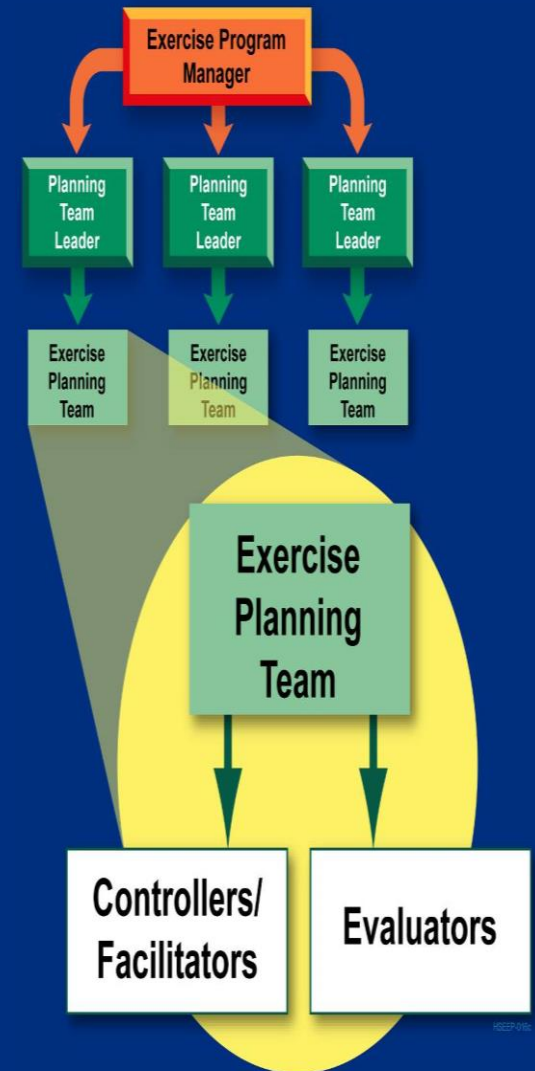
Planning Team Leader

- Oversees design, development, conduct, and evaluation of exercises
- Assembles the Exercise Planning Team
- Responsible for building the foundation for exercises, including the planning conferences



Exercise Planning Team

- **Designs, develops, conducts, and evaluates exercises**
- **Determines how the exercise will function**
- **Selects and trains:**
 - **Controllers/facilitators**
 - **Evaluators**



Dedicated Staff

- **Programs have staff members dedicated to:**
 - **Exercise program management**
 - **Exercise planning**
- **Staff may be full-time or part-time employees, consultants, or volunteers**





REVIEW

Lesson 3 Review

- In this module, we have discussed
 - ✓ The exercise program management cycle
 - ✓ The personnel involved in an exercise program



Module 2: Exercise Program Management

Module 1: Introduction

- In this module, we have discussed
 - Developing a Multi-Year Training and Exercise Plan and Schedule
 - Importance of using the building-block approach
 - Conducting a T&EPW
 - Exercise program management
- This will help you in Module 3, which
 - Applies skills to manage a single exercise
 - Demonstrates how to use exercise planning personnel

Module 3: Foundation

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End of Module 2

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